



**State of Louisiana**  
DIVISION OF ADMINISTRATION  
**OFFICE OF HUMAN RESOURCES**

KATHLEEN BABINEAUX BLANCO  
GOVERNOR

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COMMISSIONER OF ADMINISTRATION

**DIVISION OF ADMINISTRATION**

**PERSONNEL POLICY NO. 70**

**EFFECTIVE DATE:** January 10, 2005

**SUBJECT:** Flexible Maximum Hire Rate for State Loss Prevention  
Officer 2, Office of Risk Management-Orleans Parish only

**AUTHORIZATION:** \_\_\_\_\_  
Whitman J. Kling, Jr., Deputy Undersecretary

**I. POLICY:**

In accordance with authority granted by the Civil Service Commission, it is the policy of the Division of Administration (DOA) to implement a Flexible Maximum Hire Rate for positions in the State Loss Prevention Officer 2 job title within the Office of Risk Management – Orleans Parish only.

**II. PURPOSE:**

The purpose of this policy is to provide the DOA with a tool that allows for flexibility in pay for recruitment and retention purposes.

**III. APPLICABILITY:**

This policy shall be applicable to the Division of Administration's Office of Risk Management - Orleans Parish only.

**IV. PROCEDURE:**

As of January 10, 2005, individuals hired in positions that are in the State Loss Prevention Officer 2 job title (within the Office of Risk Management - Orleans Parish only), will be hired at the established Flexible Maximum Hire Rate below.

Personnel Action Requests (PAR) requesting an appointment in this job title must reference the Flexible Maximum Hire Rate in the "Remarks" portion of the PAR.

Effective January 10, 2005, employees who occupy positions in the State Loss Prevention Officer 2 job title (within the Office of Risk Management - Orleans Parish only) and whose pay is below the Flexible Maximum Hire Rate will be increased in pay up to the Flexible Maximum Hire Rate.

Effective January 10, 2005, the pay of employees who occupy positions in this job title (within the Office of Risk Management – Orleans parish only) will be increased by a percentage as indicated in the attachment to this policy or to the new Flexible Maximum Hire Rate, whichever is greater, not to exceed the maximum of the pay grade.

**V. QUESTIONS:**

Any questions regarding this policy should be directed to the Office of Human Resources.

## **ADDENDUM**

Effective December 8, 2004, the Civil Service Commission approved a Flexible Maximum Hire Rate for the job State Loss Prevention Officer 2 (within the Office of Risk Management - Orleans Parish only) in the AS pay schedule.

The following chart reflects:

1. The job code, title and pay level of the job affected, and
2. The current biweekly minimum of the job, and
3. The actual hire rate that will be utilized by the DOA when filling positions in this job from January 10, 2005 forward.

<b>Job Code</b>	<b>Title</b>	<b>Pay Level</b>	<b>Current Biweekly Minimum 1/10/05</b>	<b>Biweekly Hire Rate 1/10/05</b>	<b>Percentage Increase 1/10/05</b>
144050	State Loss Prevention Officer 2	AS-615	\$1,117.60	\$1,579.20	5%